

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
ECONOMIC DEVELOPMENT DIVISIONS

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

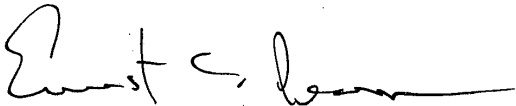
ECONOMIC DEVELOPMENT DIVISIONS

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

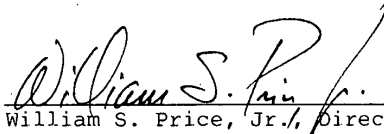
APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer
Department of Economic and Community Development

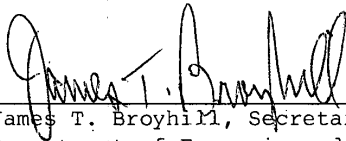


Ernest C. Pearson, Assistant Secretary
Department of Economic and Community
Development

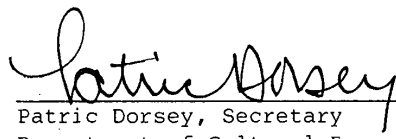


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James T. Broyhill, Secretary
Department of Economic and Community
Development



Patric Dorsey, Secretary
Department of Cultural Resources

June 29, 1990

WCW

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ECONOMIC DEVELOPMENT DIVISIONS

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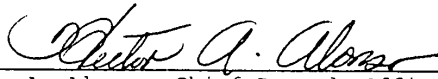
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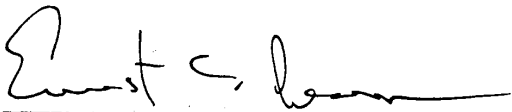
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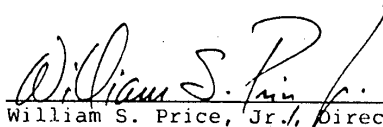
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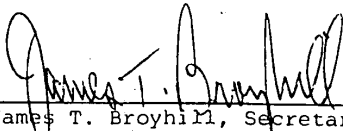


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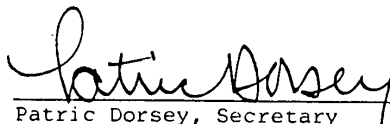


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June 29, 1990

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

WCW

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
ECONOMIC DEVELOPMENT DIVISIONS
TRAVEL AND TOURISM DIVISION**

ITEM 399. GENERAL ADVERTISING AND CORRESPONDENCE FILE.

Official copies of correspondence concerning proposals for advertising in publications. File includes copies of minutes, advertising agency correspondence, newspaper clippings, contracts, and other related data regarding the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 400. PERMANENT PUBLICATION FILE.

Official copies of maps, brochures, tour records, newspaper clippings, bulletins, and other data related to divisional publications.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 401. REPORTS FILE.

Official copies of monthly, quarterly, semi-annual, annual, and biennial reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3839. NORTH CAROLINA WELCOME CENTER SUBJECT FILE.

Official copies of correspondence with individuals, state agencies, organizations, and

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 13270. REVISION FILE.

Official copies of most current information used in publications.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after publication.

ITEM 14785. ALL-POINTS ADVERTISING PROGRAM FILE.

Official copies of documents concerning objectives, budgets, advertisements, news releases, and publications.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 14787. GOVERNOR'S CONFERENCE FILE.

Official copies of correspondence and speeches. File includes agenda and conference expenditure records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14788. ADVERTISEMENTS FILE.

Official copies of advertisements which were placed in magazines.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
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TRAVEL AND TOURISM DIVISION**

ITEM 14789. ADVERTISING COST NOTEBOOK FILE.

Official copies of documents placed in notebooks listing name of each publication, circulation, size of advertisement, cost, and date.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14790. RESEARCH FILE.

Official copies of pamphlets and published surveys concerning tourist attractions in the state. File includes reference materials and media requests.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 14791. INQUIRIES FILE.

Official copies of inquiries concerning North Carolina as a vacation site received from various sources. File includes weekly and monthly reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14795. INQUIRY PRINTOUT FILE.

Official copies of travel and tourism category recapitulations.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 14796. TRAVEL SHOW CORRESPONDENCE FILE.

Official copies of correspondence concerning trade fairs, world fairs, European tours, and special projects. File includes contracts, shipping institutions materials, newspaper clippings, and other published articles.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14797. MATCHING FUND FILE.

Official copies of documents concerning the matching grant program. File includes correspondence from individuals requesting funding for travel promotions.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 14800. OUT-OF-STATE ADVERTISING MATERIAL FILE.

Official copies of maps, brochures, and press releases from other states.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 14801. TRAVEL SURVEY (OLD) FILE.

Official copies of statistical data concerning the growth of travel and tourism in North Carolina. File includes data on the economic impact of the travel industry and expenditure reports.

DISPOSITION INSTRUCTIONS: Transfer expenditure reports to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer remaining data to the State Records Center after 2 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14803. PENDING FILE.

Official copies of data concerning current projects.

DISPOSITION INSTRUCTIONS: Transfer to the proper file after completion of project.

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
ECONOMIC DEVELOPMENT DIVISIONS
TRAVEL AND TOURISM DIVISION**

ITEM 14810. OUTDOOR EDITOR FILE.

Official copies of correspondence with freelance writers. File includes speeches, news releases, fishing information, maps, charts, and information concerning lakes and outdoor centers.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 14811. NEWS RELEASES FILE.

Official copies of articles and news releases concerning hunting and fishing.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 14812. TARHEEL OUTDOOR FILE.

Official copies of published articles detailing North Carolina's outdoor activities.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 14813. SOURCE FILE.

Official copies of articles concerning boating, camping, fishing, hiking, and hunting.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 14814. FISHING INFORMATION BULLETINS FILE.

Official copies of data concerning fishing.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 14815. TROUT FISHING IN NORTH CAROLINA FILE.

Official copies of brochures published by the Wildlife Resources Commission concerning trout fishing in North Carolina.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 4 additional years and then destroyed.

ITEM 14816. FISHING AND HUNTING REGULATIONS IN NORTH CAROLINA FILE.

Official copies of pamphlets detailing the North Carolina Wildlife Commission's hunting, trapping, and fishing regulations.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14817. SOURCE INFORMATION FILE.

Official copies of data concerning type of fish caught in North Carolina. Information for each catch includes location of catch and whether fish was caught in fresh or salt water.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14818. PUBLICITY FILE.

Official copies of newspaper clippings and magazine articles concerning events hosted by the director and division editors.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 14819. SALT WATER FISHING TOURNAMENT FILE.

Official copies of correspondence with tournament participants. File includes data regarding rules, categories, trophy awards, weigh stations, news releases, locations of events, and application forms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14820. INDEX CARD FILE.

Official copy of a card file listing names of tournament participants, addresses of participants, types of fish caught, weights of fish, categories of fish, and dates information received.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 14821. WELCOME CENTER INFORMATION FILE.

Official copies of statistics concerning attendance and traffic at welcome centers.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 14822. INDIVIDUAL CENTER FILE.

Official copies of data concerning architectural design of welcome centers. File includes information regarding dedications, repairs, maintenance, and contracts.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 14823. TRAVEL EDITOR NEWS RELEASES FILE.

Official copies of news releases concerning travel opportunities.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative and reference values end.

ITEM 14824. TRAVEL EDITOR CORRESPONDENCE FILE.

Official copies of correspondence from newspapers, magazines, and writers requesting travel information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14826. ANNUAL EVENT FILE.

Official copies of documents listing events of interest to the division held throughout North Carolina each year.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 14827. POSTER FILE.

Official copies of posters concerning North Carolina as a tourist attraction.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 14829. NEGATIVE AND SLIDES FILE.

Official copies of listings of photographic slides.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 14830. NEGATIVES INDEX FILE.

Official copies of documents listing name, subject, location, and description of each negative.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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ITEM 14831. PHOTOGRAPH FILE.

Official copies of photographs mounted on cardboard.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends.

Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14832. PHOTOGRAPH INDEX FILE.

Official copy of an index listing subject, number, and description of each photograph.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 14833. PHOTO-CONTACT FILE.

Official copies of documents listing names and addresses of contacts.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 14834. GLOSSY PRINT FILE.

Official copies of 8x10 glossy prints.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14835. TRANSPARENCIES NOTEBOOK FILE.

Official copies of documents listing number, subject, and description of each transparency.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 14836. NEGATIVES NOTEBOOK FILE.

Official copies of documents listing number, subject, and description of each negative.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 14837. PHOTOGRAPHS REPORT FILE.

Official copies of monthly reports concerning distribution of photographs.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 14838. PHOTOGRAPH SOURCE FILE.

Official copies of source data concerning photographs, articles, and news releases.

DISPOSITION INSTRUCTIONS: Destroy in office when agency need ends.

ITEM 14839. DIRECTOR'S CORRESPONDENCE FILE.

Official and information copies of data concerning the organization and daily operation of the Travel and Tourism Division. File includes public correspondence, memorandums, reports, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office public correspondence after 1 year. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
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ITEM 14840. SPECIAL PROJECTS FILE.

Official and information copies of data concerning special projects. File includes group travel records, membership listings of tour brokers, correspondence, and inquiries received by the office.

DISPOSITION INSTRUCTIONS: Retain in office membership listings of tour brokers permanently. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.